



eTRAC Online Account Authorization

To better share permitting and plan review information across the company, the City of Savannah is offering to link log-in requests for employees of a licensed contractor, architectural or engineering firm to the businesses "company" account. This gives all staff at a firm access to all permits and plan reviews the business is involved in. To protect the City and the Contractor, we are requiring all applicants that are not the licensed contractor themselves to get this form signed by the license holder and submit the signed form to Development Services before we can approve their on-line registration.

By signing below, I (name of the license holder) authorize the City of Savannah to approve the eTRAC registration requests of the individuals named below and the e-mail addresses specified access to the company contact for (enter company name) within the city's permitting software.

First Name	Last Name	E-mail Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is also my responsibility to notify the City immediately (by fax to 912-651-6543 or in person at the office) after each individual may leave the company so their access to company records may be terminated. I understand that until their rights are terminated, the employee will continue to have the ability to apply for permits and request inspections under the company name and that I will bear full responsibility for their actions to include paying for any penalties or fines they may incur.

License #: _____

Print Name (License Holder)

Signature

Date